Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

The regular meeting of the Trustees of the Wayland Public Library was held January 12, 1976 at the Library.

Trustees present were E. Nelson, Chairman, E. Sweitzer, Vice-Chairman, G. Keller, Secretary, and W. Maini, V. McCoubrey and R. Swain. Also present were M. Lowell and L. Brown.

The minutes of the December meeting were accepted as distributed.

It was announced that the trustees would meet Thursday, Jan. 15, with the Finance Committee of the Town at the Town Office Building to submit our budget.

The written description of the "Role of the Trustees" was again reviewed and further revised to final form.

The budget was reviewed and discussed along the lines suggested by the Finance Committee of limiting the increases generally to 4%. It was resolved by removing $1,000 from the projected cost of "janitorial services", $500 from Materials and $500 from "library repairs".

Marcia Lowell left the meeting and after discussion, it was agreed to recommend an increase in her salary to $14,600 annually and to recommend change in status for Louise Brown from "S" to grade "G".

Meeting adjourned at 10:20 pm.

Respectfully submitted,

George A. C. Keller, Jr.

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

The trustees met with the Finance Committee on January 15, 1976. Present were E. Nelson, E. Sweitzer, G. Keller, V. McCoubrey and R. Swain. Also present were M. Lowell and L. Brown.

Chairman Nelson explained our budgetary procedure to meet the 4% maximum increase guidelines of the Finance Committee, noting the changes referred to earlier to meet these requirements. The Chairman of the Finance Committee said the Library Trustees were to be complemented for their efforts - of all the Town Boards asked to conform to the 4% maximum, the Library Trustees were the first to understand and to conform.

He asked if we had taken into account increase in cost of heating and electricity and was told we had to the extent of 5%.

As to janitorial services, we said that we had just received authority of the Board of Selectmen to arrange for our own services and that this will be arranged for both library buildings.

Marcia reviewed out need for another sound projector noting the present difficulty of transporting the projector back and forth between the two buildings as well as the possible dangers involved.

The Chairman suggested that the "to be negotiated" salary increase of the two librarians be kept conficential until Town Meeting. It was agreed to do this.

The next step is to meet with the Personnel Board to negotiate final salaries after the board has negotiated with union representatives. The meeting adjourned at 9:30 PM.

The next meeting is February 16.

Respectfully submitted,

George A. C. Keller, Jr.

Jan. 15, 1976 p.2

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

The regular meeting of the Trustees of the Wayland Free Public Library was held February 16, 1976 at 8 pm.

Present were E. Nelson, Chairman, E. Sweitzer, Vice Chairman, G. Keller, Secretary, W. Maini and R. Swain. Also present were M. Lowell, Director and L. Brown, Assistant Director.

The minutes of the regular meeting, Jan. 12 and of the special meeting with the Finance Committe, Jan. 15, were accepted as distributed.

The Director's Report was delivered. Because of substantial repairs to the furnance and replacement of the septic tank motor, as well as pumping out the tank, the sum of $1,065.70 was expended - the amount budgeted was only $500.

Discussion of possible wide area telephone service with telephone company representatives led to the conclusion that the present service was probably the most economical.

We have already spent $2,409.24 for book supplies - the budgeted amount was $2,000.

We cannot hire our own janitor until fiscal year '76-'77 begins July 1. Town Hall is paying for the first half of '76 and we will select and pay for our own janitorial service commencing July 1.

As req uested, a sheet of comparable salaries of neighboring towns paid to library directors was distributed.

It was reported that the amount of $5,047.80 was paid in '76 by the State as aid to the Town of Wayland to offset our budget.

Betty Sweitzer reported to the League of Women Voters on the financial problems facing the library.

Ed Nelson said he had spoken with the Personnel Board on Marcia Lowell's salary and the advancement of Louise Brown to a new grade. The Board took these requests under advisement but Ed received the impression that they would be accepted.

The next meeting, March 15, will discuss the Role of the Library Director.

The meeting adjourned at 9:15pm.

Respectfully submitted

George A. C. Keller, Jr.
Secretary.

WAYLAND FREE PUBLIC LIBRARY - Trustees Meeting

The regular meeting of the Trustees was held March 15, 1976 at 8 p.m.

Present were: E. Nelson, Chairman; E. Sweitzer, Vice Chairman; G. Keller, Secretary; and V. McCoubrey. Also present were: M. Lowell, Director of the Library; and L. Brown, Assistant Director.

The three full time members of the Circulation Staff, Peggy Harper, Eleanor Benjamin and Rosemarie Langan were present to discuss the work of this staff. The library has some 45,000 volumes, magazines, records, plates and casettes. We are part of a subregion of which Wellesley is the headquarters. It is interesting to note that the library has over 10,000 registrants with a total town population of 13,800. Some, of course, are out-of-town residents who by state law must be permitted to register but this does reveal an appreciation of a library.

All aspects of circulation from the first day a book arrives, through cataloguing, putting it on the shelf, lending the volume out to borrowers and following up its return with fines and followup letters were discussed. There is a "Patron Book Purchase Request" form which may be used to suggest books we don't have. After review by the library book purchase committee, consisting of Lowell, Brown and Chaitt, the individual is informed whether or not the book will be purchased.

The problem of space limitations was considered and the "weeding out" of books to make space for new ones was discussed. Each volume in the library is reviewed to determine its activity in circulation. If we have several copies and the book has shown little circulation activity in recent months, the extra copies would be weeded out, leaving one copy on hand. If the book is very active, of course, all copies would be retained. These are intermediate steps depending upon a judgment as to desirability of keeping the volume as contrasted with the space available if it is weeded out.

The problem of deciding whether to rebind or withdraw a worn-out book was also noted. We have reached the point where it is almost essential to weed out one book for every new book acquired.

The Circulation Staff left at 9:35 p.m.

The minutes of the last meeting were accepted as distributed.

Marcia Lowell announced that she will be resigning her post on August 1 to accept a position as State Librarian of Oregon beginning in September. Congratulations were mingled with expressions of sorrow at this news.

Ned Perry has said that janitorial service by the town will cease June 30 and we shall have to provide our own after that date. Marcia Lowell said she will contact an individual who is a town fireman who offered to do this work before.

As to a new director, the board will consider a job description with a written request to the present library staff inviting their comment and suggestions.

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

George A. C. Keller, Jr., Secretary

Mar. 15, 1976 p.2

1976

5/75

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

Meeting of the Wayland Free Public Library Trustees

The regular May meeting of the Board of Trustees was held May 17 at 8pm. Present were E. Nelson, Chairman, E. Sweitzer, V.Chairman, G. Keller, Secretary, V. McCoubrey, W. Maini and R. Swain. Present also were M. Lowell, Director and L. Brown, Assistant Director.

The minutes of the April meeting were approved of as distributed.

The Chairman announced that the next order of business was the election of officers and called for nominations. The following were duly nominated:

E. Sweitzer for Chairman
G. Keller for Vice Chairman
W. Maini for Secretary.

There being no additional nominees, this nomination was closed. The Trustees cast their votes and elected, unanimously, E. Switzer, Chariman, G. Keller, Vice Chairman, and W. Maini, Secretary.

On motion duely seconded, Ed Nelson was given a vote of thanks for his service as chairman.

E. Sweitzer took over the duties of chairman and the meeting proceeded with a review and consideration of the resumes submitted for the post of library director. The resumes varied widely not only geographically but in experience, education and background as well as relative age of the applicants. Some applicants were known to some or all of the trustees. Adrienne Dorfman, present director of the Northboro library and former assistant director in Wayland and Louise Brown, present assistant director in Wayland were among the applicants.

After much deliberation and discussion, it was the consensus of the Board that we should consider the relative education, experience, background and maturity

Page 2. May 17, 1976

of the applicants, as shown in the resume and make our selection in the best interests of the library and the town. We also wanted some information as to staff attitude.

Marcia announced that the staff had suggested Mary Trageser as their representative to answer any questions the Trustees might have as to staff attitudes. It was agreed that this would be a fine idea.

The list of nominees was then reviewed and each resume considered. It was decided that the trustees should take home what we considered to be the seven leading applicants for futher review and evaluation for the next meeting, May 24.

The meeting adjourned at 11 pm.

Respectfully submitted,

George A. C. Keller, Jr.
Secretary.

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

Meeting of the Wayland Free Public Library Trusteess

A special meeting was held May 24, 1976 at 8 pm. Present were E. Sweitzer, Chairman, G. Keller, Vice Chairman, W. Maini, Secretary, V. McCoubrey, E. Nelson, and R. Swain. Also present were M. Lowell, Director and M. Trageser.

Each trustee was called upon to give his relative evaluation of the resumes of the leading applicants.

Mary Trageser provided very helpful insight as to the attitude of the staff.

Whatever input Marcia, Mary or any of the trustees could provide was then offered.

After further discussion the field was narrowed to five candidates: listed alphabetically - Brown, Dorfman, Lowenthal, Shea and Weisberg. It was decided that we would have two evening of interviewing these applicants with the two from the greatest distances, Lowenthal and Weisberg, being invited to attend June 8 and the other three, June 14. While the Trustees were interviewing one, the other could be meeting and talking generally with the staff. Chairman Sweitzer will make arrangements with the candidated for the meetings to be held at the library. Each trustee was asked to consider questions to present at the interview.

The meeting adjourned at 10:30 pm.

Respectfully submitted,

George A. C. Keller Jr
Secretary.

June 10, 1976

Minutes of Meeting
Wayland Library Board of Trustees
Wednesday, June 8, 1976

This meeting was attended by Trustees, Chairman E. Sweitzer, Vice Chairman G. Keller, Secretary, W. Maini, E. Nelson, V. McCoubry and R. Swain; M. Lowell, Director and L. Brown, Assistant Director also attended the meeting.

It was agreed that the minutes of the previous meeting would be read at our next meeting to be held on Monday, June 14, 1976.

Louise Brown reported that the cleaning firm "Domesticare" of Needham, Mass. has been retained to do the cleaning work in the Library and will start July 1. The contract does not include major window cleaning nor rug shampooing. During the summer the firm will clean the Library four days a week, at $350 per month, and in the fall, five days a week, at $475. The total cleaning budget for this fiscal year has been budgeted at $5200.

Louise Brown reported that Senate Bill, S3201 (HR-12972) pertaining to funded public works programs has been passed by the U.S. House and Senate and will now go before the President for his signature. This bill covers projects up to $1 million in size and also pertains to libraries providing that plans can be ready for bidding within 90 days of passage of the Bill. Louise Brown will watch the progress of this Bill.

Marcia Lowell stated that all materials "in the cage" are being weeded out and being sold to interested parties. These materials include old books not related to the history of Wayland, Massachusetts or New England. Marcia has requested that all checks resulting from the sale be made out to the Wayland Library Trust.

Since this is the last official meeting to be attended by Marcia Lowell prior to her leaving for her new position with the State of Oregon, the Trustees expressed their sincere thanks to Marcia for all of her dedicated work and wish her well in her new career.

The Trustees then started interviews for a successor to Marcia. The first candidate interviewed was Ms. Margaret Shea.

The meeting which started at 7:30 p.m. adjourned promptly at 10:00 p.m. The next meeting will be held Monday, June 14, 1976 at 7:30 p.m. at the Library.

Respectfully submitted,

William L. Maini

Jun. 8, 1976 p. 2

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

Sept. 20, 1976

AGENDA

1. Accept minutes.
2. Statistics
3. Director's report
4. Accept Ed Nelson's resignation
    Discuss possible new trustees
5. Volunteer for Sept. 22 meeting
6. P. W. bill - Mrs. Brown

WAYLAND FREE PUBLIC LIBRARY
WAYLAND, MASSACHUSETTS 01778

Minutes of Meeting
Wayland Library Board of Trustees
Monday, September 20, 1976

This meeting was attended by Trustees, Chairman E. Sweitzer, Vice Chairman G. Keller, Secretary W. Maini, E. Nelson, V. McCoubry, R. Swain, and L. Brown, Director.

It was decided that a record would be made of those who had been considered for the position of Director of the Wayland Library before the final selection of Louise Brown was made. During meetings held at the Library in the month of June, interviews were held with the following people: S.S. Locke, A.M. Wolman, E. Weisberg, M. Shea, A. Dorfman, Ms. Foote, and Louise Brown. As a result of these interviews, it was decided that Louise Brown was the most qualified person and on July 6, 1976, the Board of Trustees voted to appoint Louise Brown as Director.

Circulation figures and expenditures for the month of August were reviewed with Louise. In addition, Louise presented her Director's Report and considerable time was spent reviewing the status of Wayland's request for funds for a new library addition under provisions of Senate Bill S3201. It was agreed that a total project cost of $780,000 would be used in our request.

It was with deep regret that the resignation of Ed Nelson was accepted by the Trustees and a possible replacement for Ed was discussed. It was agreed that a brief release would be made in the TOWN CRIER mentioning the opening that would exist on the Board of Trustees due to Ed's resignation.

The meeting which started at 7:30 PM adjourned promptly at 10:30 PM. The next meeting of the Trustees will be held Monday, October 18, 1976, at 8:00 PM at the Library.

Respectfully submitted,

William L. Maini

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

BOARD OF TRUSTEE'S
MEETING - October 18, 1976

1. Minutes
2. Director's report.
3. Selection of new trustee
4. Public Works Employment Act.

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

The Board of Library Trustees met at 8:00 PM on Monday, October 18, 1976. Present were Mrs. Swain, McCoubrey and Sweitzer, and Mr. Keller, plus Mrs. Brown and Melissa Chait.

The minutes were read. Mr. Keller suggested one change which was duly made, and the minutes were accepted. The statistics were read and discussed. The director reported on a projected series of silent comedy films for November, and discussed a number of special programs to be presented at the Main and Branch libraries, including a series of talks sponsored by the Child Study Assocation.

Melissa Chait, Asistant Director, has organized a high school "library club", involving book discussions, films, museum trips and field trips. She has also arranged a series of career discussions for the group, with the help of many citizens who have volunteered to share information about their vocations or professions.

A new volunteer program is being organized by Jane Harper, of the Library Friends group, and Margaret Harper, Circulation Supervisor.

Mrs. Brown also reported the hiring of a new cataloger, Mrs. Phoebe Homans, who will start work this week. She has had special training in archives and manuscripts and will recatalogue the historic material in the cage in addition to her regular duties.

We then discussed the progress made toward completion of the

2. (October 18, 1976)

Public Works Employment Act of 1976 application. The date for filing is expected to be set around November 1. The help of Rich Fortin, Land Manger for the Conservation Commission, and Tony Tappe architect, is very much appreciated. All town boards have been cooperative and helpful when asked for assistance, or letters and documents required for the completion of the application.

The trustees then reviewed letters from six applicants for the position of trustee which became open when Edwin Nelson resigned. The selectmen suggested to Mrs. Sweitzer that the vacancy be publicized through an article in the Crier. Such an article was published, and an encouraging number of excellent candidates indicated interest. The trustees finally selected Dr. James P. Burke as their new trustee. His appointment will be confirmed at a meeting with the selectmen on November 1.

Mrs. Brown showed the trustees a set of guidelines from Town Hall, relative to preparation of the budget and warrant items. The deadline for filing these articles is December 15th. At the next meeting the trustees will review the new budget, prior to a meeting with the Finance Committee, and will also discuss the wording of a warrant article requesting additional planning money for the completion of plans for our new addition. If we receive federal funding in the meantime, the article can be passed over during Town Meeting.

Respectfully submitted,

Elizabeth C. Sweitzer, Chmn. - in absence of

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

AGENDA

BOARD OF TRUSTEES

MEETING - November 15, 1976

1. Welcome new trustee.
2. Approval of October minutes.
3. Public Works Employment Act 1976.
   Progress of application.
4. Personnel Board meeting and decision on
   tuition reimbursement.
5. Budget for 1977-78.

WAYLAND FREE PUBLIC LIBRARY
WAYLAND, MASSACHUSETTS 01778

Minutes of Meeting
Wayland Library Board of Trustees
Monday, November 16, 1976

This meeting was attended by Trustees, Chairman E. Sweitzer, Vice Chairman G. Keller, Secretary W. Maini, V. McCoubrey, R. Swain, James P. Burke, L. Brown, Director, and M. Chait, Assistant Director.

The Board of Trustees welcomed Dr. James P. Burke to his first meeting as a member of the Board.

The minutes of the meeting of October 18, 1976, were read and accepted as read.

Director Louise Brown stated that the Town's application for a grant of $780,000, under the Public Works Employment Act of 1976, had been received on November 2 at the United States Department of Commerce, Economic Development Administration, in Philadelphia, Pennsylvania. The application had been assigned a "locater number" L-MA-0047-0. Letters and materials describing this project have also been sent to Congressmen Drinan and O'Neil and Senators Brooke and Kennedy and State Representative Ann C. Gannett. The Massachusetts Office of State Planning has also reviewed the application and has indicated that the application is complete and that no other supplementary information is necessary.

Mrs. Brown stated that at a meeting of the Wayland Personnel Board held on October 26, 1976, the Board had asked her to prepare a written policy statement concerning tuition reimbursement for continuing education for the library staff. She further indicated that she has included a sum of $500 in the 1977-1978 budget for this item. Based on the assumption that this line item would remain in the proposed library budget, Mrs. Brown was asked to prepare suggestions for disbursement of these funds, for approval by the Trustees.

Melissa Chait discussed the current programs that are being offered to library users. The Wednesday night film series has met with considerable success but attendance at the Tuesday morning program has been limited and Ms. Chait is in the process of re-evaluating that series.

Mrs. Brown commented on the new featured column in the Town Crier newspaper and stated that she is soliciting suggestions for a name for the column. It is anticipated that this weekly column will be used not only as an announcement vehicle but also as a means for educating the public about the library's role in the Wayland community. She and Melissa Chait also discussed their intention to improve the use and circulation at the Cochituate Branch; they are re-evaluating the present book collection and hopefully adding several new titles to its permanent reference, non-fiction, and fiction collections.

Mrs. Brown, Melissa Chait, and Mary Tragesor then presented the preliminary library budget for the 1977-1978 fiscal year and considerable time was spent reviewing the line items proposed for the materials account and for library operating expenses. Due to the lateness of the hour, it was decided that the budget for personnel would be reviewed at the next Trustee's Meeting.

The meeting which started at 8:00 PM adjourned promptly at 10:45 PM. The next meeting of the Trustees will be held Monday, December 13, 1976, at 8:00 PM at the Library.

Respectfully submitted,
Will Maini
William L. Maini

Wayland Free Public Library
5 Concord Rd., Wayland, Mass. 01778

AGENDA

BOARD MEETING

December 13, 1976

1. Minutes of November meeting
2. Director's report
3. New trustee
4. Tuition reimbursement policy
5. Article for town meeting - special and spring
6. Budget 1977-78

WAYLAND FREE PUBLIC LIBRARY
WAYLAND, MASSACHUSETTS 01778 • BOARD OF TRUSTEES

Minutes of Meeting
Wayland Library Board of Trustees
Monday, December 13, 1976

This meeting was attended by Trustees, Chairman E. Sweitzer, Secretary W. Maini, R. Swain, James P. Burke, Louise Brown, Director.

The minutes of the meeting of November 16, 1976 were read and accepted as read.

Betty Sweitzer stated that the Wayland Historic District Commission has requested that the Wayland Library and the Robie House be part of the Wayland Historic District. Copies of the General Laws establishing the Historic District's Act will be distributed to all Trustees in the very near future for their review and recommended action.

Louise Brown presented her Director's report, which is hereby made a part of these minutes. Highlights of this report follow:

There has been no word from the United States Department of Commerce pertaining to our application for Federal funds under the Public Works Employment Act of 1976. The Metropolitan Area Planning Council sent the Library a copy of a very enthusiastic letter from their area representative highly recommending our particular project. All applications from our Congressional District are being reviewed by Congressmen Drinan's office, and his office will make recommendations for particular worthy projects.

A tentative meeting has been scheduled for Wednesday evening, January 19, with the Finance Committee to make a presentation pertaining to the Federal funds for the Library addition project. Considerable discusssion then insured pertaining to the design and construction of the addition using local funds should the Town not be awarded a Federal grant. After discussion by telephone with George Keller and Ronnie Swain who could not attend the meeting, it was the consensus of the Trustees that present economic conditions in the Town and the Commonwealth would not be conducive to the Town's approval for such funds at the Spring Town Meeting and it was decided that this issue would be tabled for future action.

A tuition reimbursement program for Library staff members was presented by Louise and reviewed by the Trustees. It was suggested that a limit be set for time off that would be taken by the Library staff during regular working hours.

Occupancy certificates for the Library have been received from Mr. Moss, the building inspector, which seriously handicap and limit the general use of the building particularly in the downstairs story hour areas. These certificates limit an attendance of 10 children under twelve years of age in each room in the basement for story hour purposes. A similar limitation of 32 adults was placed for all film showings. It was the feeling of Bill Maini that Mr. Moss may not be interpreting the State Building Code correctly and he offered to research this matter and to discuss it further with Peter Gossels, the Town Councillor, and subsequently, with Mr. Moss.

Considerable time was then spent preparing the Library budget for review with the Finance Committee. This review has subsequently been set for Wednesday evening, January 12, 1977, at 8:30 PM.

Dr. Burke informed the Trustees that he would probably not be running for reelection as a Trustee this spring since he and his family have made tentative plans to move from the Town of Wayland.

Next meeting, Monday, January 10, 1977

Respectfully Submitted
William Maini